



**PENTAGON RENOVATION PROGRAM
PROGRAM MANAGER'S DIRECTIVE 98-03**

PENTAGON RENOVATION MANAGEMENT BRIEFINGS

11/16/98

Within the Pentagon Renovation Program, the Integrated Product Team (IPT) management approach has been established to integrate our customers into the renovation process and to keep them informed of the progress of the program. Customers who must relocate either from or within the Pentagon, or who are otherwise significantly impacted by the renovation, are provided an opportunity to participate at the IPT level. In addition, the Pentagon Renovation Program conducts Monthly Program Reviews which are open to all and serve as an opportunity for customers to learn detailed programmatic information about the renovation.

In our ongoing effort to communicate widely with our customers at all levels, the Pentagon Renovation Program will provide a monthly briefing, entitled "The Pentagon Renovation Management Briefing", to key managers in the Defense Department who may not be involved on a day-to-day basis with the program. These briefings normally will be held the week following the Monthly Program Review and will normally last for one hour. The Pentagon Renovation Program focal point for these briefings will be the Program Management Group Leaders. Each group leader will provide a brief summary of key metrics and major issues for his or her assigned IPT area of responsibility. Each group leader should plan on a presentation of not more than ten minutes. This presentation will include some, but usually not all, slides used in the Monthly Program Review, with hard copies to be provided to each attendee. Assistance in preparing for these briefings will be provided by the MSAE.

Periodically, the Pentagon Renovation Management Briefing will include more detailed presentations about specific topics which require greater depth of information, and which are likely to cause the meeting to last longer than one hour, in order to cover the regular update information plus the special information content. Whenever possible, such detailed presentations will last no more than one-half hour.

The Pentagon Renovation Management Briefings normally will be held in the MOC Red Conference Room. Transportation will be provided by the Pentagon Renovation Program from and to the Pentagon River and Mall entrances. Attendees will be limited to principals only, to include:

- The Director, Administration and Management, Washington Headquarters Services
- The Administrative Assistant for each Defense Component
- The Vice Director, Joint Staff
- The Director, Real Estate & Facilities, Washington Headquarters Services

This directive is effective as of November 16, 1998, and remains in effect until modified or rescinded.

Walker Lee Evey
Program Manager
Pentagon Renovation